

Date: 24 March 2021

Swim England South East
c/o Freedom Leisure
The Paddock
1-6 Carriers Way
East Hoathly
East Sussex
BN8 6AG

07765 828180
office@southeastswimming.org
southeastswimming.org

Dear Colleague

Annual Council Meeting – 14 April 2021

I wrote to you in February, reminding you of the date of the above meeting and enclosing notes of various deadlines that need to be observed and copies of the various nomination forms for the elected offices.

I now enclose the relevant final documents for the Swim England South East Annual Council Meeting on 14 April commencing at 7pm:

1. The draft Minutes of the Annual Council Meeting (ACM) held on 15 September 2020;
2. Swim England South East Annual Report and Financial Statements 2020
3. Meeting Agenda for the Annual Council Meeting
4. Appendix 1 – Matters Arising
5. Candidate's CVs - Election for Regional Management Board Members
6. Delegation forms for your representatives at Council (the number of delegates each club is entitled to varies from one to three, and your club's entitlement is one delegate). Delegates will need to register electronically in advance of the meeting. To do this, this form, duly filled in, and signed by you, will need to be sent by email to bryony.gibbs@southeastswimming.org. Delegates will be sent the login information for the meeting. Delegates must register by **noon on Tuesday 13 April 2021**.
7. *Ballot Paper – only required if authorised delegates are unable to attend the meeting.*

In the event that an authorised delegate is unable to attend the meeting, ballot paper(s) may be submitted by post under the following conditions:

1. Fill in the ballot paper(s), following the instructions on it/them, and seal it/them in an envelope. Write on that envelope 'BALLOT PAPER(S)'; do not write anything else on it. This envelope must only contain the ballot paper(s) from one delegate, otherwise all those enclosed will be rejected.
2. Put this envelope with your delegate authorisation form, completed and signed by your Club Secretary, into another envelope addressed to:

Regional Manager (Bryony Gibbs)
Swim England South East
c/o Freedom Leisure
The Paddock

**1-6 Carriers Way
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to arrive no later than **Wednesday, 07 April 2021**.

3. Each delegate's ballot papers must be sent separately. If any envelope contains papers from more than one delegate, all the papers will be rejected.

All information for the Annual Council Meeting, including the Annual Report and Accounts, is available on the website:

<https://www.southeastswimming.org/annual-council-meeting-2021/>

The Swim England Annual Report and Accounts are Agenda items at our own Annual Council Meeting, so your delegates will need to have considered them before the meeting. The Swim England Annual Report will only be available electronically, a copy of the report can be found here:

<https://www.swimming.org/swimengland/annual-report-2020/>

I would be grateful if you would ensure that your club's delegates have a chance to study the Annual Report, Accounts and Minutes of the last ACM in advance of the Annual Council Meeting.

Finally, may I remind you that, to register electronically for the Annual Council meeting, Delegates should email their signed delegate authorisation slip to: bryony.gibbs@southeastswimming.org. Delegates will be sent the login information for the meeting. Delegates must register by **noon on Tuesday 13 April 2021**.

I look forward to seeing you and your club members at the Annual Council Meeting. Please do not hesitate to contact me if you have any further questions.

Yours sincerely



Roger Penfold
Regional Management Board Chairman
Swim England South East

**Contact:
Regional Manager (Bryony Gibbs)
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Draft Minutes of the Annual Council Meeting (ACM) held on 15 September 2020
Annual Council Meeting Agenda & Appendix
Swim England South East Annual Report & Accounts 2020
Candidates CVs

Authorisation form (s)
Ballot Paper

c.c.

1. Trustees
2. Discipline Managers
3. Past Presidents